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MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Funding Requirements for Consolidation of Headquarters
Printing Facilities

1. In order to proceed with the consolidation of the Office of Logistics, Printing and Photography Division (P&PD) printing facilities in Headquarters, funding arrangements for both equipment purchase and construction must be made.

2. As part of the package designed to upgrade the capabilities of the new consolidated plant and to enhance close support to the Office of Current Intelligence (OCI), certain equipment purchases will be made. A new two-color press (\$70,000) will be installed. The press will considerably increase response time and provide additional color capability for critical publications. The existing 19" x 25" press will be moved from the seventh floor to supplement and provide backup to the two-color press. New bindery equipment (\$18,000 for an additional four stations for the collator; \$12,000 for a new stitcher; \$8,000 for a folder for the "newspaper") will provide a new capability and will remove restrictions on the number of pages that can be accommodated now in the Special Printing Plant (SPP) for certain OCI publications. A new phototypesetter (Photon Mark II at \$28,000) will be purchased for the typesetting support of OCI in their space on the seventh floor.

3. Funding for all items except the two-color press can be accommodated with the existing P&PD equipment budget. The press will be refunded by reprogramming within the Office of Logistics.

4. The relocation of the SPP from the 7G area to GJ-56 requires renovation to accept the new equipment layout and a completely revised heating, ventilating, and air-conditioning (HVAC) system. This area is presently a two-shift 5-day per week operation which is served by the house system (Air Handler 19) and a small supplemental air handler which is marginal for the current operation. OCI requirements on the SPP dictate a 24-hour per day operation. It is uneconomical to run Air Handler No. 19, which serves approximately 25 percent of the ground and first floors, to support this small area. Since extensive HVAC ducting is

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required in the overhead, the ceiling lighting system is to be revised to improve the lighting level at this time. The proposed renovations implement the proposed consolidation as well as correcting the unsatisfactory HVAC aspects of the 7G printing operation environment and increase the overall capability of this P&PD facility.

5. Estimated costs for renovations:

GJ-56 Renovation

Architectural	\$ 25,000
Electrical	14,000
HVAC	58,000*
Plumbing/Equipment Installation	10,000
Major Equipment Relocation	5,000
A-E (Design)	7,000*
GSA Fees, Changes, and Contingency fees	<u>15,000</u>

\$134,000

* Total \$65,000 (see paragraph 6 below)

7G Restoration to typical office space
(using in-house design and use of
GSA Group Forces)

Architectural	\$ 16,700
Electrical	<u>5,000</u>

\$ 21,700

TOTAL COST \$155,700

6. The complete design and the HVAC installation (\$65,000) will be accomplished under the Phase II HVAC contract already funded through GSA. Funding for the remaining work (\$90,700) will be initially funded from within the Office of Logistics with a possible requirement to the DD/A for replacement funding later in the fiscal year.

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[REDACTED]
Michael J. Malanick
Director of Logistics

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